School Admin Match Advisory Committee
Minutes of the Oct 26, 2004 Meeting

Members present: Brian Lewis ESD 114, Nick Johnson, South Bend SD, Michelle Ewell, ESD 123, Marsha Riggers, OSPI, Randy Hauff, Tonasket SD, Craig Numata, Spokane SD, Susan Lucas, MAA, Gwen Fuller-Vernier, ESD 101, Kathy Lockyer, ESD 112, Marcie Senger, Tacoma SD, Mary Anne Lindeblad, MAA.

DSHS Staff: Dick Hancock and Ramona Roberts, School Ad Match Section.

Non-members: Jan Mertel, CMS, Scott Adolf-Efcom and Janine Welty, JW Consulting. Dave Whitling acted as meeting facilitator.

Susan Lucas introduced Mary Anne Lindeblad, Director of Program Support in MAA. Susan explained School Admin Match is moving to Mary Anne's Division effective by January 1. The purpose for the change is to align all admin match programs in one division. Mary Anne states she's in the process of hiring a new section manager and expects that person to work with Dick Hancock to effect a smooth transition.

The committee then reviewed the draft operating guidelines and proposed the following changes (see paragraph numbers):

- 1a: Recommend that we be clear that "committee members can propose agenda topics", rather than the more general language that the committee, namely, "contribute to agenda development." If there's not time to address proposed topics, it is suggested the topic go at the bottom of the agenda and can be addressed if time permits, or be considered at the next meeting.

- 1a. Recommend that the committee "discuss and propose resolutions to issues…" and strike the language that "they resolve" issues.

- 1a. Clarify the last sentence regarding voting. Are decisions binding in any way?

  MAA's follow-up response (not presented at the meeting itself): Rather than having the responsibility, authority and accountability of a Board of Directors, the committee is an advisory body. As such, the committee's vote is not binding but provides a needed and very important measure of the committee's perspective on the issues.)

- 1c. It is suggested that membership include OSPI, each ESD and one SD from each ESD. Each ESD is to recommend the SD representative from its region, with members to be confirmed by the committee. The committee will try to maintain district size and urban/rural balance of representatives on the committee.

- 1c. MAA and ESDs work together to secure full attendance as much as possible
  2b. Clarify how soon after the meeting, minutes will be published. Also the minutes should be posted on the website at the time they are distributed to the committee.

- 3a. Can consultants propose agenda topics? Can small SD's appoint a consultant to represent them on the committee?

  MAA's follow-up response: It is MAA's preference that the district staff who have been appointed to the committee, attend the meetings or send a substitute district employee. However, consultants can propose agenda topics for meetings as well as present information and questions on behalf of the district. The district should indicate to the committee at the time that the agenda item is being addressed that they have asked the consultant to represent them.

- 3a. It was suggested the table configuration continue as an open U but that guests (non-member) be seated at a separate table placed at the open end of the U and the facilitator and chair person sit at the closed end of the U.

- It was also suggested the consultants be included in lunch. If rules require, they can be given the option to pay for lunch.

- It was also suggested that CMS be at the table rather than in the audience.

  MAA's follow-up response: By virtue of her official role representing CMS and based on the committee's recommendation, Jan or another CMS representative, will have ex-officio membership and will sit at the committee table.

The committee will receive a revised draft of the Operating Guidelines for consideration at the next meeting.

STATUS REPORT

Dick went over several reports to update the committee on the program status.

Payment status for winter and spring quarters of 2004:

	Winter Qtr	Spring Qtr
Waiting – School District Time Approval	0	0
Waiting - Re-Approval after MAA Rejection,	4	1
Pending - MAA Time Approval,	19	11
Released – A19 Time Approval, and	76	82
Submitted – MAA A19 Invoice.	22	23
Total	121	117

The following were questions or suggestions to improve the A-19 approval process:

- Why do the "rejected" records stay on the list after they have been amended and processed?
- In Section 1 of the manual (Process Overview), add a step to explain the A-19 process.
- Research the waiting status
- Publish definitions for waiting, pending, released, submitted and paid on the report and in the manual.
- Add a claim or ID number to the data so progress can be tracked.
- Add on the report, the date the signed A-19 was received and paid.
- Change the wording on the automated email that goes out once MAA has approved the A-19 invoice and back up data (and the district can print, sign and submit for payment.)
- Follow up on claims that have been released with a phone call or automated email.
- Can you add a category to the report entitled "paid", to better track claims?

Dick also provided to the committee a preliminary set of bar graphs showing the estimated reimbursement per Medicaid enrolled student by district, sorted by ESD. The bar graphs provided draft data for both winter and spring 2004. It was noted that that two quarters is not enough time to infer any trend in amount reimbursed or any other variable, especially in light of the major policy changes in the program and the time it takes for districts to adjust to the changes. The committee recommended that graphs and status reports such as noted above be improved (better definition of titles, more final data, etc.) and be provided to the committee each quarter.

Other status report topics on the agenda were:

Coordinator training dates and locations were given. MAA staff will provide training via the K20 system on Nov 16th (East of the mountains) and Nov 18th (West of the mountains.) The revised manual and powerpoint materials will be published on MAA's web page and will be mailed to districts. Coordinators trained in November will receive materials and the training video.

Automated system - Brian Coolidge was not at the meeting so questions were requested for Brian's consideration:

- Are we on schedule for the building level report?
- Can a district run a report of reimbursement by activity code, for example, outreach, training, etc.?
- Is there a way to group staff (name and duty code) and run a report by job class i.e. nursing staff, home visitors, teachers, etc.?

Pilot project(s) - Dick asked if there was still interest in pursuing the alternative models (one-time activities, designated staff with cost based on Time and Effort.) The committee thought it would be a good idea for the work group to meet Nov 17th at 10 AM in Kelso to work on these. If possible, the new MAA School Admin Match manager could participate in this meeting. Jan Mertel noted that it might be a good time to propose other methods. <u>MAA will confirm the meeting.</u>

Committee attendance - Those that haven't been participating will be contacted to rekindle interest. ESD representatives would be the first point of contact. Kathy Lockyer volunteered to follow up for ESD112.

Dispute board results were summarized by Susan Lucas. She explained that it's a three party board (the district requesting the review, MAA and one person that both parties agree to) that meets and reviews the issue and then makes a decision. Julie Salvi, who was works for the Governor's Office of Financial Management, was the third board member mutually agreed to by the MAA and district members. The committee did not comment on the results.

Draft 2004-05 monitoring plans – Dick provided to the committee, a draft list of program issues that a monitoring team or person would be likely to review and discuss with the selected districts. The plan is to conduct 12 on-site monitoring visits this school year and to look at current activity and possibly prior quarters as far back as winter of 2004. It was agreed SD's would be given at least two weeks notice so they could prepare documents and insure staff were available to meet with MAA. The selection of districts to be monitored was based on risk factors set by MAA.

New agenda item: Revised Ad Match program description - After completing the status report and lunch, Dick addressed the email from CMS' John Lynch which said, "In order to claim admin costs under Medicaid, either 100% time can be kept by the schools, one month per quarter, or some other valid sampling measure utilizing a 95% confidence level per the guide.

- Dick explained that CMS has not certified the program because the use of voluntary participation of school district staff does not achieve the statistical validity of the sampling process required by the federal claiming guide. There's a conference call by MAA with CMS November 3, 2006 to discuss this issue. MAA agreed to notify committee members of the result of the meeting.

Dick then briefly went partially through the changes /updates in the Ad Match Manual. With about 20 minutes left in the meeting, committee members where asked to provide additional input on the manual changes ASAP because MAA is preparing for the November 16th and 18th coordinator training sessions.

The meeting concluded with round table comments from committee members and non members as recorded below:

- Please submit minutes to committee members in a timely fashion.
- Do SD's know about CMS non-approval? It was suggested that the committee wait until after the November meeting with CMS when more information is known.
- Concern was expressed that with CMS non-approval, SD's would be at risk of being found by the auditors of getting an overpayment.
- Even though CMS has not approved the sampling process a lot of good work has been done that won't be lost.
- Would like a status report at each meeting of the number of districts contracting, participating and billed and paid.
- Before we pilot statewide we should query SD's to see if they are interested.
- Contract amendment - Distribute to the advisory committee in draft for comment.

The next meeting date will be Tuesday, January 18th. Topics for this meeting will be to finalize operating guidelines, get an update on proposed changes to A-19 process, hear a report from the Pilot Project committee, and other issues as appropriate.

Respectfully Submitted:

Dick Hancock